

# **Appendix A**

**Lesson Plan Review**  
**Professional Observation Record**  
**Supplemental Professional Observation Record**  
**Lesson Reflection Sheet**

## Lesson Plan Review

The Lesson Plan Review is to be completed by the teacher and given to the administrator/supervisor at/or before a pre-observation conference. This form is used by the administrator/supervisor to gain insight into the teacher's reflective understanding regarding lesson planning and may be used to document criteria.

Teacher\_\_\_\_\_School\_\_\_\_\_

Grade/Subject\_\_\_\_\_Date\_\_\_\_/\_\_\_\_/\_\_\_\_

1. Briefly describe the lesson and students.

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2. What objectives and activities will be used that are a part of the district's curriculum guide? What do you expect the students to be able to know or do at the end of this lesson? How does this relate to what the students should be able to know and do at the end of this unit?

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3. Why are these goals suitable for the students?

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4. How does the lesson plan provide for students to engage in work? What will the students do?

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5. What difficulties do students typically experience in this area, and how do you plan to address those difficulties and enable students to persist in the work?

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\* If more space is needed, please add additional pages.

6. What instructional materials or other resources will you use?

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7. How do you plan to assess student achievement? What procedure will you use? What products will the students produce? (Attach tests or performance tasks and include scoring guides.)

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8. Is there anything about the learning environment that you think might affect your students during the observation?

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9. What are the most important classroom routines, procedures, rules and expectations for student behavior that will be in operation during the observed lesson?

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10. Are there any special circumstances of which the observer should be aware?

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\* If more space is needed, please add additional pages.

# Professional Observation Record

☐ Scheduled Observation   ☐ Unscheduled Observation   ☐ Artifact Data   ☐ Non-Observed Data

The Professional Observation Record is used by the administrator/supervisor during classroom observation and shared at the post-observation conference. During classroom observation, the administrator/supervisor is to take notes regarding student and teacher behavior. It is not necessary to script the entire oral discourse of the teacher; however, the supervisor should record specific student behaviors and comments as well as specific teacher behaviors and comments. These notes can be taken separately and then transferred to the Professional Observation Record or recorded directly on the Professional Observation Record form.

Teacher \_\_\_\_\_ School \_\_\_\_\_

Grade/Subject \_\_\_\_\_

Administrator/Supervisor \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## **Standard 1:      The teacher causes students to actively participate and be successful in the learning process.**

1.      The teacher causes students to acquire the knowledge and skills to gather, analyze, and apply information and ideas.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2.      The teacher causes students to acquire the knowledge and skills to communicate effectively within and beyond the classroom.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3.      The teacher causes students to acquire the knowledge and skills to recognize and solve problems.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4.      The teacher causes students to acquire the knowledge and skills to make decisions and act as responsible members of society.  
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\_\_\_\_\_  
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\* If more space is needed, please add additional pages.

**Standard 2: The teacher uses various forms of assessment to monitor and manage student learning.**

5. The teacher uses various ongoing assessment to monitor the effectiveness of instruction.

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6. The teacher provides continuous feedback to students and families.

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7. The teacher assists students in the development of self-assessment skills.

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8. The teacher aligns the assessments with the goals, objectives, and instructional strategies of the district curriculum guides.

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9. The teacher uses assessment techniques that are appropriate to the varied characteristics and developmental needs of students.

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\* If more space is needed, please add additional pages.

**Standard 3: The teacher is prepared and knowledgeable of the content and effectively maintains students' on-task behavior.**

10. The teacher effectively demonstrates a readiness to teach.

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11. The teacher chooses and implements appropriate methodology and varied instructional strategies which address the diversity of learners.

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12. The teacher creates a positive learning environment.

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13. The teacher effectively manages student behaviors.

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**Standard 4: The teacher communicates and interacts in a professional manner with the school community.**

14. The teacher communicates appropriately with students, parents, community, and staff.

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15. The teacher engages in appropriate interpersonal relationships with students, parents, community, and staff.

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\* If more space is needed, please add additional pages.

**Standard 5: The teacher keeps current on instructional knowledge and seeks and explores changes in teaching behavior that will improve student performance.**

16. The teacher engages in professional development activities consistent with the goals and objectives of the building, district, and state.

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17. The teacher engages in professional growth.

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**Standard 6: The teacher acts as a responsible professional in addressing the overall mission of the school district.**

18. The teacher adheres to all the policies, procedures and regulations of the building, and district.

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19. The teacher assists in maintaining a safe and orderly environment.

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20. The teacher collaborates in the development and/or implementation of the district's vision, mission, and goals.

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Teacher's comments:

Administrator's/Supervisor's comments:

Date / /

Date / /

Teacher's signature

Administrator's/Supervisor's signature

Signature indicates the above has been reviewed and discussed. Copies to teacher and administrator/supervisor.

# Supplemental Professional Observation Record

(Short Form)

The Supplemental Professional Observation Record is used when documenting only one or two criteria.

☐ Scheduled Observation   ☐ Unscheduled Observation   ☐ Artifact Data  
☐ Non-Observed Data   ☐ Drop-In Observation

Teacher \_\_\_\_\_ School/Grade/Subject \_\_\_\_\_

Administrator/Supervisor \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Criterion:

Data:

Criterion:

Data:

Teacher's comments:

Administrator's/Supervisor's comments:

\_\_\_\_\_  
Date / /

Teacher's signature

\_\_\_\_\_  
Date / /

Administrator's/Supervisor's signature

Signature indicates the above has been reviewed and discussed. Copies to teacher and administrator/supervisor.



# Lesson Reflection Sheet

The Reflection Sheet could be completed by the teacher following each formal observation and taken to the post-observation conference. This form may be used by the administrator/supervisor to discuss and document standards/criteria.

Teacher \_\_\_\_\_ School \_\_\_\_\_

Grade/Subject \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

1. As I reflect on the lesson, to what extent were the students productively engaged in the work?  
How do I know?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Did the lesson allow for students to engage in activities and learning situations which were consistent with the district's curriculum guide?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. What feedback did I receive from students indicating they achieved understanding and that the goal/objective(s) were met for this lesson?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Did I adjust my goals or my work as I taught the lesson? Why? How?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. If I had the opportunity to teach this lesson again to this same group of students, what would I do differently?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. If there was one thing from this lesson that I could share with a colleague, what would it be?  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* If more space is needed, please add additional pages.